

# CALENDAR OF KEY DEADLINES 2003-2004 SCHOOL DISTRICT AND COUNTY OFFICE OF EDUCATION APPORTIONMENTS

I. PRINCIPAL APPORTIONMENT, FEBRUARY 2004	<u>DUE DATES</u>
<b>A. Annual Apportionment Documents for Fiscal Year 2002-2003</b> (to be included in the First Principal Apportionment)	
1. <u>Attendance Reports</u> Submit attendance data via the 2002-2003 Attendance Software version 2002-2.05 or County Logon Supplement Software version 2002-2.05	July 15, 2003
2. <u>Tax Reports</u> Submit tax data via the 2002-2003 County and School District Tax Data Collection Software version 2002-1.01	August 15, 2003
3. <u>Revenue Limits</u> Submit revenue limit data via the 2002-2003 Data Collection Schedule – Revenue Limit Software	October 15, 2003
4. <u>Special Education</u> Submit NPS/LCI and Infant data via the appropriate 2002-2003 form	October 31, 2003
<b>B. Corrections to be applied at the 2003-2004 First Principal Apportionment (P-1)</b>	
1. Submit corrections for all fiscal years prior to 2002-2003 via the appropriate form for that fiscal year.	October 1, 2003
2. Submit corrections for the 2002-2003 fiscal year via the appropriate software or form. Corrections made via the software must be submitted in the “corrected” mode for the appropriate period.	October 1, 2003
<b>C. P-1 Documents for Fiscal Year 2003-2004</b>	
1. <u>Tax Reports</u> Submit tax data via the new 2003-2004 Tax Software (2003 version to be released prior to P-1)	November 15, 2003
2. <u>Revenue Limits</u> Submit revenue limit data via the new 2003-2004 Revenue Software (2003 version to be released prior to P-1)	December 8, 2003

## **DUE DATES**

3.     Special Education  
Submit NPS/LCI and Infant data via the new 2003-2004 Revenue Software (2003 version to be released prior to P-1)     January 15, 2004  
  
Submit ROC/P Handicapped data via the new 2003-2004 Attendance Software (2003 version to be released prior to P-1)     January 15, 2004
4.     Attendance Reports  
Submit attendance data via the new 2003-2004 Attendance Software (2003 version to be released prior to P-1)     January 15, 2004

## **II.     PRINCIPAL APPORTIONMENT, JULY 2004**

### **A.     Corrections to be applied at the 2003-2004 Second Principal Apportionment (P-2)**

Corrections for all prior year attendance that were not applied at the 2003-2004 First Principal Apportionment should be submitted as follows:     March 15, 2004

1.     Submit corrections for all fiscal years prior to 2002-2003 via the appropriate form for that fiscal year.
2.     Submit corrections for the 2002-2003 fiscal year via the appropriate software or form. Corrections made via the software must be submitted in the “corrected” mode for the appropriate period.

### **B.     P-2 Documents for Fiscal Year 2003-2004**

1.     Tax Reports  
Submit tax data via the new 2003-2004 Tax Software (2003 version to be released prior to P-1)     April 15, 2004
2.     Revenue Limits  
Submit revenue limit data via the new 2003-2004 Revenue Software (2003 version to be released prior to P-1)     April 15, 2004
3.     Special Education  
Submit NPS/LCI and Infant data via the new 2003-2004 Revenue Software (2003 version to be released prior to P-1)     May 1, 2004  
  
Submit ROC/P Handicapped data via the new 2003-2004 Attendance Software (2003 version to be released prior to P-1)     May 1, 2004

## **DUE DATES**

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|----|--|-------------|
| 4. | <u>Attendance Reports</u><br>Submit attendance data via the new 2003-2004 Attendance Software (2003 version to be released prior to P-1) | May 1, 2004 |
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### **III. SPECIAL PURPOSE APPORTIONMENT, 2003-2004**

#### **A. Pupil Transportation Reports** (Numbers 1-5 for Non-SACS Reporting only)

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|----|--|------------------|
| 1. | Annual Report of ROC/P Transportation,<br>Form J-141-ROC/P               | October 15, 2003 |
| 2. | Report of School Buses, Form J-143                                       | October 15, 2003 |
| 3. | Transfer of Transportation Services, Form J-141-T                        | October 15, 2003 |
| 4. | Annual Report of Pupil Transportation<br>Expense, Form J-141             | October 15, 2003 |
| 5. | Annual Report of SH/OH<br>Transportation Expense, Form J-141-S           | October 15, 2003 |
| 6. | Worksheet for Pupil Transportation Data<br>Distribution, Form J-141-CW-2 | October 15, 2003 |
| 7. | Informational Upload from Providers,<br>Form J-141-CW-2 Upload           | October 15, 2003 |
| 8. | Corrections for 2003-2004 and prior                                      | June 30, 2004    |

### **IV. INSTRUCTIONAL MATERIALS REPORTS**

- |   |               |
|---|---------------|
| Statement of Written Assurance per <i>Education Code</i><br>Section 60242.5 of conformance to law and applicable<br>rules and regulations regarding instructional materials<br>purchased with funds from Instructional Materials<br>Fund Realignment Program. | July 31, 2003 |
|---|---------------|

### **V. MISCELLANEOUS REPORTS**

- |    |  |                 |
|----|--|-----------------|
| A. | Morgan-Hart Grade 9 Class Size Reduction, FY 2002-2003<br>Report of Enrollment, Form J-9MH-A | July 31, 2003   |
| B. | Morgan-Hart Grade 9 Class Size Reduction, FY 2003-2004<br>Application                        | August 29, 2003 |

## **DUE DATES**

C.	Annual Survey of Children in Local Institutions for Neglected and Delinquent Children, ESEA, Title 1	December 20, 2003
D.	District Level Foster Child Survey	December 20, 2003
E.	School ADA Report (SIP)	January 16, 2004
F.	School Level CalWORKS and Free and Reduced Price Meal Report	February 18, 2004
G.	County CalWORKS and Free and Reduced Price Meal Report (School District Level)	February 18, 2004
H.	2002-2003 Operations Application, K-3 Class Size Reduction Form CSR-0-3	90 Days after Budget is signed
I.	Report of Enrollment for Kindergarten and Grades 1-3 for Districts Participating in the Class Size Reduction Program, 2003-2004, J7-CSR	May 7, 2004

If you have any questions regarding the due dates related to the Principal Apportionment (Roman numerals I & II), please contact Melissa Collier at (916) 445-7354 or by e-mail at [mcollier@cde.ca.gov](mailto:mcollier@cde.ca.gov) or Shelley Goode at (916) 324-4530 or by e-mail at [sgoode@cde.ca.gov](mailto:sgoode@cde.ca.gov).

Submit reports to: California Department of Education  
School Fiscal Services Division  
Office of Principal Apportionment & Special Education  
1430 N Street, Suite 3800  
Sacramento, CA 95814

If you have any questions regarding the due dates related to the other apportionments and reports (Roman numerals III – V), please contact Julie Woonacott at (916) 323-1314 or by e-mail at [jwoonacott@cde.ca.gov](mailto:jwoonacott@cde.ca.gov).

Submit reports to: California Department of Education  
School Fiscal Services Division  
Categorical & Grants Management Office  
1430 N Street, Suite 3800  
Sacramento, CA 95814